

NAVARRO COLLEGE BOARD OF TRUSTEES  
AUGUST 18, 2011 MEETING  
MINUTES

The governing body of NAVARRO COLLEGE gathered on Thursday, August 18, 2011 for their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. Atkeisson, Ms. Faith Holt and Mr. Todd McGraw.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President, Academic Affairs
Ms. Gertrud Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Enrollment Management and Inst. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Donna Parish	Director of Market Relations and Public Information
Ms. Marcy Ballew	Director, Human Resources
Ms. Amy Young	Chair, Faculty Association
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Oliver Sheehan	Corsicana Daily Sun

Various other faculty, staff, students and visitors were also present.

### Call to Order

Mr. Huffman called the meeting to order in the Arrowhead Room at approximately 7 p.m. and asked Mr. Atkeisson to begin the meeting with a prayer. Mr. Huffman also announced that a Closed Session would be held following the President's Report to discuss personnel matters according to Government Code 551.074. He stated no action or decision was anticipated.

### Board Announcements

Mr. Huffman recognized the presence of Ms. Amy Young. Dr. Sanchez stated Ms. Young will be serving as Chair of the Faculty Association for 2011-2012 and thanked her for her role at the college.

### Open Forum Time

There were no requests to speak to the Board.

### Consent Calendar

a. Minutes - Board of Trustees July 21, 2011 Meeting

Mr. Judson moved to approve the Consent Calendar and Mr. Aldama seconded the motion. The vote was unanimous.

## **Take Action on July 2011 Financial Statement**

Dr. Sanchez asked Ms. Moreno to present the July 2011 financial statement.

Ms. Moreno stated July marks the eleventh month of the fiscal year. A review of the Statement of Budget Changes for the period ending July 31, 2011 showed adjustments in the amount of \$9,291 of which \$6,000 was from receipt of the Texas Museum Grant and \$3,291 from revenues generated from Cosmetology shop sales. As of July 31, 2011 the 2010-2011 revised budget totaled \$110,375,328.

A review of the Source of Funds indicated 97.58% of the 2010-2011 budgeted revenues had been earned as of July 31, 2011 compared to 99.02% the previous year. Ms. Moreno stated last year, Pell grants were awarded during the summer session for the first time which caused earned revenues to appear greater. Student Income and Local Appropriations have exceeded budgeted revenues. Ms. Moreno stated increases in the out of district and out of state fees approved by Trustees this past Spring semester 2011 positively impacted Student Income with 102.64% earned. In addition, improved collection of delinquent accounts by the Tax Appraisal District resulted in an increase in local appropriations with 102.10% earned.

A review of the Disbursement of Funds for the month ending July 31, 2011 indicated 95.21% of budgeted funds had been expended and/or obligated as compared to 104.10% the previous year. An increase in Community Services expenditures, with 90.52% expended compared to 88.84% the previous year, was attributed to Kids' College. Ms. Moreno stated the focus remains on keeping expenditures down and concluded by stating the college continues to be in financially sound condition.

Dr. Price moved to approve the July 2011 financial statement. Mr. Atkeisson seconded the motion and the decision was unanimous.

## **Take Action on Adoption of the Budget for the 2011-2012 Fiscal Year**

Ms. Moreno was asked to continue with a presentation of the budget for 2011-2012.

Ms. Moreno stated a few changes have been made to the proposed budget since it was presented to the board during their July 2011 workshop. These changes include an increase of \$5,100 in ad valorem tax revenues based on the certified tax roll received from the Navarro County Tax Appraisal Office. This increase is offset by a 1% payroll fee assessed by the State of Texas for group health insurance. The 1% fee, amounting to approximately \$160,000, is based on the college's total payroll -- including the salaries of auxiliary employees who do not receive group health insurance benefits. The State of Texas has assessed this fee by withholding the final group insurance payment for the 2011 fiscal year.

Another change from the budget presented during the July workshop includes an increase in the salary contingency from 2.5% to 3%. Dr. Sanchez stated administration is recommending staff receive a 3% increase in compensation. Salaries were updated and a differential was added for employees who attained educational degrees. Ms. Moreno stated the reserve contingency is now \$2,237,604. These funds will be used to fund projects within the college district and prepare for a return of 5% in state appropriation during the biennium.

The proposed 2011-12 budget in the amount of \$113,716,897 is based on an increase in tuition and fees previously approved by the Board of Trustees. Ms. Moreno stated the college's tuition and fees remain below the spring 2011 state average. She anticipates the state average will be even higher for fall 2011 due to tuition increases being implemented by a number of community college districts.

Ms. Moreno reviewed the Educational and General Fund. She stated payment of TCCTA memberships for faculty, sick leave bonuses, the annual Christmas Tea, employee service pins, and the annual administrative retreat have been deleted; in addition, supplies and employee educational benefits have been reduced for fiscal year 2012.

Discussion followed regarding financial aid. Ms. Moreno stated the Student Financial Aid Fund is projected to increase from \$47,890, 441 to \$56,049,041 for fiscal year 2012. Approximately 60% of all Navarro College students require financial aid, with 26% of Navarro County students attending the college receiving financial aid compared to only 5% of the student population in Midlothian.

Dr. Price moved to adopt the budget for the 2011-12 fiscal year. Mr. McGraw seconded the motion and the vote was unanimous.

**Discussion of Calendar Year 2011 (Fiscal Year 2011-2012) Tax Rate, Take Record Vote of Intent to Set Rate at \$0.119 per \$100 Assessed Valuation and Schedule Public Hearings as Proposed Tax Rate Exceeds the Effective Tax Rate**

Ms. Moreno continued her presentation by stating Texas law requires the board to take a record vote on their intent to set the ad valorem tax rate the calendar year 2011 (fiscal year 2011-12). Based on information received from the Navarro County Tax Appraisal Office, the college district's net taxable valuation has increased \$64.9 million dollars of which \$48,144,021 is new property.

Ms. Moreno stated it is the recommendation of the administration that the board maintain the current rate of \$0.119 per \$100 valuation. A review of the college's tax rates over the last twenty (20) years indicated the current rate is the lowest rate assessed ever with the highest being \$0.141 in 2002. Currently, the state average is \$0.1405/\$100 of assessed valuation. Based on the college district's new tax valuation of \$2,680,143,629, the effective tax rate for 2011 would be \$0.1156/\$100 and the rollback rate would be \$0.1248/\$100.

Ms. Moreno stated because the current rate exceeds the effective tax rate, state statute requires the Board to publish notice and schedule two public hearings prior to any vote on the tax rate.

Discussion followed regarding the collection rate. Ms. Moreno stated the budget is based on a 95% collection rate. A 100% collection rate would generate additional revenue in the amount of \$178,745.

Dr. Price moved to take a record vote on the board's intent to maintain the current rate of \$0.119/\$100 for calendar year 2011 (fiscal year 2011-2012), seconded by Mr. Judson. All trustees voted in favor of maintaining the rate of \$0.119 per \$100 valuation including: Lloyd Huffman, James Price, Phil Judson, A. L. Atkeisson, Richard Aldama, Faith Holt, and Todd McGraw.

The first public hearing will be held at 12 noon in the Lone Star Room on Tuesday, August 30, 2011 and the second public hearing will be held on Wednesday, September 7, 2011.

**Discussion on Revenue Bond Issue**

Dr. Sanchez began his presentation by stating during the July budget and planning workshop, the issuance of revenue bonds was discussed as an option to fund infrastructure needs within the college district. In addition, classroom utilization particularly in Waxahachie was addressed.

Dr. Sanchez commented that a review of the fall 2010 classroom utilization schedule showed all twenty classrooms on the Waxahachie campus being used throughout the day and evening as well as on Saturdays. With most of the college district's growth taking place in Ellis County, the Waxahachie campus is approaching maximum capacity, and in order to accommodate future growth, a new classroom building is needed.

The 2011-12 budget adopted by the Board of Trustees includes a contingency totaling \$2,305,604. Of this amount, \$581,000 has been set aside for increases in staff compensation, and another \$858,000 is reserved in the event the State requires approximately 5% of allocated funds be returned during the next two years. A balance of \$1,379,479 is available to fund needs within the district or these funds can be directed to the existing fund balance. Dr. Sanchez stated the budget for 2012-2013 will be identical to the one just adopted and he anticipates \$1,077,479 will be available for use after obligations are met. In addition, a fund balance of \$1.5 - \$2 million is expected at the close of the current fiscal year (2010-2011). The total from these three sources total is \$3,956,958.

Dr. Sanchez then stated there are infrastructure needs within the college district:

- A new classroom building is needed on the Waxahachie campus. The estimated cost is \$5,000,000.
- There is a dire need for a new 64-bed residence hall on the Corsicana campus. Presently there are over 120 male and female students on a waiting list desiring to reside in the residence halls. An estimate of approximately \$1,000,000 is projected as the cost for this project.
- A new physical plant building is also needed on the Waxahachie campus. The physical plant department on the Waxahachie campus presently operates out of a classroom and needs its own facility. The construction cost for this building is estimated at \$800,000.
- The Navarro College's baseball team is the reigning national champion and Navarro College is the only school within the baseball conference that does not have an indoor batting cage or dressing room for its players. A field house for the baseball and softball programs is needed. The estimated cost to construct a field house that would include dressing rooms, a batting cage and offices for the coaches is approximately \$1,200,000. Showers would not be included.
- A women's soccer dressing room is also needed. Because the women's soccer program would be the only program without a dressing room, it could generate complaints and the college could be found in violation of Title IX. A women's dressing room that would include a covered pavilion and restrooms with public access for spectators would cost an estimated \$650,000.

During the July budget and planning meeting, it was mentioned that a donor has indicated the possibility of providing \$2.5 million towards construction of a new classroom building on the Waxahachie campus. During that same discussion it was suggested the board consider issuing \$3 million in revenue bonds to fund the cost of the building. Dr. Sanchez continued stating that if, for some reason, the donor does not provide the \$2.5 million, there is still a need to construct the classroom building on the Waxahachie campus. It takes approximately a year to construct a new building and by fall 2013, the campus will be out of classroom space and will not have the capacity to enroll more students. He requested that trustees consider a \$5 million revenue bond issue to fund the construction of the new building. He stated the other four projects, totaling approximately \$3,955,958 to be made available over the next two years, could be paid for in cash from funds.

Dr. Price inquired why showers were not being considered as part of the dressing rooms. Dr. Sanchez responded cost was a factor. Dr. Price suggested they be included as an alternate bid. Mr. Aldama inquired about incorporating lockers for the women's soccer program in the field house instead of building a separate facility. Dr. Sanchez responded that the location of the field house would not be convenient for the soccer program. He reiterated that a covered patio area would be included in the plans for the dressing room in addition to public restrooms for the spectators in the vicinity of the soccer field. After the discussion, Dr. Sanchez then asked Ms. Moreno to share the financial impact issuing revenue bonds would have on the college's finances.

Ms. Moreno began with a review of the audited fund balances as of August 31, 2010. She stated with the \$1 increase in building use fees and the projected 5% increase in enrollment for 2011-2012, enough revenue will be generated to cover five times the amount of the debt payment. Dr. Sanchez added the purpose for increasing the building use fees every two years is to generate the capacity for the board to issue revenue bonds as an option in order to handle the future growing student population.

Ms. Moreno continued comparing the current debt payment to the new debt payment if the board were to issue \$5 million in revenue bonds. The new issue would add approximately \$411,000 to the existing bond payment. Because the college is very diligent about reducing its debt principal by \$1 million each year, she stated the debt ratio would continue to increase every year.

Discussion followed regarding the amount of interest being paid on previous bond issues and current bond rates. Currently, the college carries six bond issues on its books including the bond issue on the leased Phase I building in Midlothian. The highest rate is 5%. At the request of the trustees, Ms. Moreno stated she would provide a list of all current bond issues and their pay-off dates for their review by the next meeting.

Mr. Huffman expressed concern about the amount of interest the college is currently paying and the additional amount that would be encumbered from issuing a new bond. He asked about other finance mechanisms that would allow for short-term financing such as something similar to home mortgage financing. He continued stating it might be better to use the cash-on-hand to build the critical projects and wait until more cash-on-hand is available to build the others; thus, avoiding more debt.

Ms. Moreno stated she would investigate shorter term finance options. She suggested the possibility of issuing a 20-year "callable" bond. The call option would only be exercised if the college had excess cash and wished to pay the debt off early. Mr. Atkeisson agreed this might be a safer option. Mr. Huffman asked about the possibility of shorter term issues, such as five years, to reduce the amount of interest that would have to be paid.

Dr. Sanchez stated he was unsure whether funds would be available in future years as we have seen in past years. He stated he was not looking for a decision but would appreciate guidance from the board on the needs the college presently faces. All needs identified are legitimate and the question is how to finance those needs. More discussion followed.

Dr. Price indicated he would like to see the donor stimulated to donate the \$2.5 million. Mr. Judson stated it would make more sense "to borrow on revenue to generate revenue" by financing the construction of a classroom building and residence hall instead of the other projects. Mr. McGraw agreed with the need for the residence hall and the field house. He added that the field house should be able to accommodate the women's soccer program for a few years. Mr. Aldama and Mr. Atkeisson concurred. Mr. Atkeisson stated it was difficult to prioritize a physical plant building over the need to educate

young people. He stated he would feel more comfortable with prioritizing the projects after Ms. Moreno has researched more options for financing.

Dr. Sanchez asked for verification that the board's priorities were the classroom building, residence hall and a field house. Mr. McGraw stated he did not support the classroom building at the moment. He would prefer to hold off to see what may happen with the donor in regard to the Waxahachie campus. All trustees concurred.

Dr. Sanchez thanked the board. He stated other finance options will be researched and will be brought for the board in September.

### **Presentation on Student Success Initiative**

Dr. Sanchez stated he and Ms. Holt recently attended the Governance Institute on Student Success in Fort Worth sponsored by the Association of Community College Trustees (ACCT) and the Community College Leadership Program in the College of Education at the University of Texas at Austin. The focus of the institute was on the student success initiative. He invited Ms. Holt to share the results of a self-assessment survey.

Ms. Holt stated that five trustees participated in the self-assessment survey which was designed to help boards assess their strengths, weaknesses and identify areas requiring greater attention. Ratings were based on a five point scale. A copy of the self-assessment was distributed to each board member to follow as Ms. Holt reviewed the results. Overall, the trustees gave the board high ratings -- especially in the categories related to board leadership, relationships, productivity and consistency. Ms. Holt stated during the conference she became aware of how rare it is for all board members to get along well similar to Navarro College Board of Trustees. She concluded by expressing her pride in being a member of the board.

Dr. Sanchez continued stating very timely information was presented at the institute related to a student success agenda. The Texas Higher Education Coordinating Board has indicated that funding in the future will be based on student completion rates in lieu of twelfth-day class enrollments. He asked Mr. Gragg to share how funding would have been impacted this biennium if the student completion rate would have been implemented.

Mr. Gragg stated that funding is currently enrollment based. Once the legislature decides how much money is to be awarded to community colleges, the Legislative Budget Board divides that amount according to the number of contact hours each community college has generated. He stated because Navarro College has been one of the faster growing community colleges in the past it has received a larger share of this funding.

The state has become concerned with the number of students who are not completing their degree. A point system has been developed to reward schools whose students are successful in advancing towards earning a degree. Partial funding will be based on the share of "momentum points" earned by each community college. Effective summer 2011, new state reports must be filed using student success measures as a requirement for funding.

Mr. Gragg stated when the "Momentum Points" system was first presented; it appeared Navarro College would receive increased funding based on 2008 figures. Changes have since been made to the point system and it now appears that Navarro College would not fare as well. If indeed the new system related to student success would have been implemented this biennium, Navarro College would have received nearly \$200,000 less in state appropriation. The concern is that this model of funding will award funds at 90% in contact hours and 10% in momentum points in 2011-2012. It is very likely future

years will see an increase in the momentum points ratio and a decrease in the student contact hour ratio. This being the case, it becomes paramount that the college focus on student success in order to continue receiving a healthy share in state appropriation.

Dr. Sanchez continued the presentation by stating when he and Ms. Holt attended the Governance Institute on Student Success, every college was asked to prepare an action agenda to be used to improve student success. He stated the student success agenda must be taken very seriously because of potential funding implications he previously discussed.

Dr. Sanchez presented the basic components related to student success at the college - advising, retention, persistence, and completion he then identified each component and elaborated on the student success action agenda that will guide Navarro College:

- Review and Understand Institutional Data – there is need to understand data and determine if this data needs to be modified or if additional data is required.
- Assess the Student Experience at Navarro College Leading to Success – identify those features that lead to success, i.e. Opening Doors to Success, etc.
- Integrate the Components of Student Success into a Manageable Framework – all components of student success identified earlier will be integrated into three categories: faculty related classroom and individual.
- Determine If Institutional Practices and Policies Address Student Success and Place Priority on the Student Success Agenda – review existing policies and procedures to determine if they are appropriate for enhancing student success.
- Review Student Completion Data and Determine Intervention Strategies Required to Enhance Completion – students should move from developmental studies to college level courses within one to two years.
- Align Student Success Agenda With Strategic Plan – incorporate student success agenda into the Strategic Plan.
- Create a Student Success and Completion Standing Committee – a standing committee consisting of President of Ellis County Campuses, Vice President of Enrollment Management, Student Success and Institutional Studies, Vice President of Academic Affairs, Vice President of Student Services, faculty and staff that will address student success issues.
- Develop an Effective Orientation Program for First Time Students In College – a more effective orientation program will be developed to replace the present eight (8) and sixteen (16) week courses. Mr. Gragg is chairing a First Year Committee that will make recommendations on what the first-year experience should represent. The target date for new orientation program is fall 2012.
- Incorporate Student Success Measures/Completion Assessment As Part of One-Year Continuous Quality Improvement Process – incorporate student success into the college planning process.
- Report Progress on Student Success to Board of Trustees on a Quarterly Basis- Mr. Gragg will be presenting a progress report on student success to the board each quarter.

Dr. Sanchez concluded his report by stating the goal to improve student success and completion rates at Navarro College will take the efforts of the entire college, including trustees.

Discussion followed regarding the number of students requiring developmental studies, the attrition rate of first-year students (freshmen), and the number of students who transfer to four year colleges after the second semester. Dr. Sanchez expressed his concern that the funding for student success will shift from 90:10 to 80:20, then 60:40 and possibly 50:50. This will have a tremendous impact on funding statewide.

## **Update on Personnel Action**

Ms. Ballew was asked to present an update on personnel activity. She reported the following appointments were made during the month of July 2011:

- Jay Williams – Tech Prep Associate – Corsicana Campus
- Tanya Cunningham – Testing Center Assistant – Waxahachie Campus

The following resignations occurred during the month of July 2011:

- Vicky Lindsey – Accounting Clerk II – Waxahachie Campus
- Lou Ann Wolaver – Assistant College Stores Director – Ellis County Campuses
- Heather Turner – Archivist for the Pearce Museum – Corsicana Campus

Ms. Ballew continued stating eight open positions were currently being advertised:

- Administrative Assistant II – Financial Aid – Waxahachie Campus
- Administrative Assistant V – Residence Life/Housing – Corsicana Campus
- Assistant Director of College Stores – Ellis County Campuses
- Assistant Director of Student Financial Aid – Corsicana Campus
- College and Special Archivist – Pearce Museum – Corsicana Campus
- Deli Manager – Ellis County Campuses
- Dean of Midlothian Campus – Midlothian Campus
- E.M.S. Coordinator – Waxahachie Campus

Ms. Ballew concluded her report.

## **President's Report on Items of Information**

Ms. Parish was asked to present the Board calendar for August/September 2011. Ms. Parish reviewed highlights of upcoming events including: Freshman Orientation Sessions, Faculty Fall Convocation, fall regular registration period, and a Region XIV Athletic Conference being hosted at Navarro College September 11-12.

Ms. Parish continued stating the bulldogs will play their first home football game at Tiger Stadium on Thursday, August 25, against Butler, Kansas. Spots have been booked to air on local radio stations, KAND and The Ranch, to promote attendance. A half-page ad will be published in the Corsicana Daily Sun on Sunday prior to the game. In addition, the Chamber of Commerce has agreed to send out a media blitz to encourage the community to come out to the game. National Champion banners are being made to hang at Tiger field and create an ambience.

Dr. Sanchez stated admission will be waived for all Navarro College fans. Everyone is being encouraged to wear red to the game. He stated Ms. Smith will contact trustees the following week to determine if they plan to attend so that seats can be reserved in the VIP lounge.

Dr. Sanchez asked Mr. Gragg to present an update on enrollment. Mr. Gragg stated Summer II enrollment has been certified. Headcount enrollment increased 7% but contact hour enrollment was down 9%. Texas Youth Commission contact

hours normally generate numerous contact hours which were not included in Summer II but will count towards fall 2011 enrollment. Mr. Gragg stated 8,500 students are enrolled for the fall 2011 semester at present. He concluded his report stating he anticipates reaching the goal of enrolling 10,600 students for a 5% increase during regular registration.

Dr. Sanchez asked Ms. Moreno to present an update on construction. Ms. Moreno stated construction on the new Waxahachie deli was progressing well and displayed pictures of the work in progress. She continued stating the leased area next to the Cosmetology Program has been renovated into a large classroom and office space for the Nursing Program. A glass wall was added to separate the two programs and to allow for access to the restrooms. She concluded her report by stating renovation of the courtyard is complete and benches ordered from the Texas Correctional Institute have arrived. Due to the extreme heat, several plants have died but will be replaced by the contractor.

Dr. Stringer was asked to present an update on the expansion of the Cook Education Center. He stated work has temporarily come to a "stand still" waiting on the contractor to install the retractable wall. Once the contractor arrives, work should proceed and the carpet installed. He stated acoustics within the building, which has been a problem in the past, is being improved by the installation of sound panels. He concluded by stating fabric has been ordered to cover the sound panels.

Mr. Huffman presented a report on a new exhibit planned for the college's arrowhead collection currently displayed in cases in the Gooch Arrowhead Room. He stated Mr. Bill Young, a local resident and expert on Indian artifacts, was originally consulted about the collection. Mr. Young recorded a six hour video about the collection of arrowheads/projectile points which has been archived. Upon the passing of Mr. Young, his friend and fellow expert on Indian artifacts, Mr. Don Wycoff from the University of Oklahoma, has volunteered his advice and counseling related to the disposition and location of the Arrowhead/Projectile Points collection.

Plans have been developed to create a museum exhibit depicting what life was like for the people who lived here 1,500 years ago. Representative samples of the arrowhead (projectile) collection will be displayed as part of the exhibit showing how the tools were used. The remaining collection of arrowheads/projectile points will be catalogued in drawers and made easily accessible for the public to view by pulling them from vertical and horizontal files.

Mr. Huffman continued with a review of the concept book distributed to each trustee. He stated his objective was to share this information with trustees for their approval and asked if there were any questions. Plans are to build this museum with the same quality of craftsmanship as the civil war and western art museums. He stated the next phase will be to develop schematic blueprints which will be paid for by the Foundation and the next step will be to raise funds. Mr. Judson commented that the plans were impressive and the museum would provide a great learning experience. Dr. Sanchez expressed his concern that only seven representative samples of the arrowhead/projectile points collection will be on display at a time. Mr. Huffman stated it should be easy to add more to the plans.

Mr. Huffman continued by stating once the new meeting room in the Cook Education Center is complete; it will be a perfect place for the board to conduct its monthly meetings. He stated plans are to install a 26 ft. projection screen that can be pulled down from the ceiling. He stated anything shown on the projection screen could also be displayed on monitors in front of each trustee making it easier for everyone to see what was being presented. He concluded by stating plans for the arrowhead collection will proceed and more panels will be added to the display.

Dr. Sanchez continued the President's Report. He invited trustees to join staff for the new faculty and fall convocation on Monday, August 22, and Tuesday, August 23. A lunch will also be provided for staff on Tuesday, August 23 and trustees are encouraged to attend.

Dr. Sanchez stated there was no news to report regarding a legislative update. Information he has received from reliable sources indicate the upcoming budget is showing a deficit due to structural problems which have not been fixed.

Dr. Sanchez reminded trustees the Association of Community College Trustees (ACCT) annual leadership conference will be held in Dallas, Texas October 12-15, 2011. He stated reservations have been made for trustees to stay in Dallas during the event so they won't have to drive back and forth.

Dr. Sanchez concluded the President's Report by suggesting the use of electronic communication for sending the board packets and other communication. This option will save money on the cost of paper and postage for mailing. It will also allow for information to reach each trustee more quickly. He stated the college could purchase either a computer or iPad for each trustee. Ms. Holt supported the suggestion stating it is time to get out of the "the Flintstone age". All trustees indicated their approval and their preference for an iPad. Dr. Sanchez stated he was pleased to know the board was interested and will begin to explore implementation of the concept.

#### **Closed Session, Announcement and Adjournment**

At 9:47 p.m., Mr. Judson moved to convene into closed session to discuss personnel matters according to Government Code 551.074. Mr. Atkeisson seconded the motion and the vote was unanimous.

At 10:35 p.m. Mr. Judson and Atkeisson motion to reconvene into Open Session and adjourn the meeting.

Respectfully submitted,



Phil Judson, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES